

10/26/08

Environmental Protection Agency

All Applicant Data Report

Announcement Number: RTP-MP-2008-0269

Position Title: Supv HR Specialist (Recruitment/Classification), GS-0201-14

Name: JEREMY A TAYLOR

(b) (6)



Resume

Jeremy Adam Taylor

(b) (6)



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Alexandria, VA 22301

(b) (6)



Registered for Selective Service

Highest Grade: CU-201-13, 05/2007-Present

Contact Current Employer: No

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

WORK EXPERIENCE

National Credit Union Administration

Alexandria, VA, VA

US

5/2003 - Present

Grade Level: CU-13

Salary: 87,000 USD Per Year

Hours per week: 40

Human Resources Specialist, 201

Responsible for a full range of HR functions in the areas of Recruitment, Staffing, Policy, Classification, Pay and Human Capital initiatives.

Currently serving as the Agency's National Recruitment Coordinator responsible for overseeing the Agency's recruitment program and budget. Coordinates NCUA attendance at national job fairs, promoting diversity, advertising in diversity publications, online and print advertising for hard to fill jobs. Works with Regional Recruitment Coordinators of the 5 NCUA Regions to promote employment at NCUA and evaluate strategies and materials, yearly Regional Recruitment Plans, data mining through online recruitment websites, etc. Evaluates and updates yearly NCUA Recruitment Plan. Advise and guide managers on various recruitment options such as how to best advertise positions, utilizing hiring authorities such as Federal Career Intern Program or Schedule A, as examples. Background and current work in staffing to establish evaluation criteria and evaluate the qualifications and rating of applicants. Advise and work with managers on options to find suitable candidates through various recruitment options (online advertising, targeted recruitment in industry focuses

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publications, industry networking, requesting Direct Hire Authority from OPM, etc.)  
Have attended some job fairs representing the agency.

Staffing- DEU Certified. Leading subject matter experts in job analysis and creating online evaluation criteria. Writing vacancy announcements, working with managers to establish vacancy criteria, evaluating applicants under both Delegated Examining and Merit Promotion criteria, creating certificates, completing cases.

Policy- Recommend, write, develop or update HR policies to serve the agency's needs. Example: Established the Agency's Federal Career Intern Program. - Upper management need for a more responsive entry level recruitment and hiring program, researched policy at other agencies and general requirements, drafted the policy and had it approved at all levels of management, once the program was established trained Regional administrative and management staff on implementation and how to utilize the program, including recruitment. Resulted in a shorting time to hire turnover, a great deal of positive feedback from field and upper level management. Awarded the Staff Support Person of the Year for the Office of Human Resources greatly due to this effort.

Classification: Responsible for classifying a wide range of jobs at NCUA. Advise managers on writing position descriptions. Responsible for Classification appeals.

Pay: Responsible for advising managers on pay issues such as setting initial pay, locality pay issues, promotions, and full range of actions that may affect pay (i.e., voluntary change to lower grade, involuntary change to lower grade, etc.)

Other functions: see next

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Alexandria, VA, VA

US

5/2003 - Present

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Hours per week: 40

Human Resources Specialist, 201

Continued from last section:

Other duties: Train all new supervisors and managers on their involvement in Recruitment, Classification, Staffing, Pay in a formal training setting.

Administer and analyze surveys such as the Federal Human Capital Survey, OPM required yearly employee survey, Competency Survey used for Succession Planning Initiatives. Provide analysis to Supervisor and upper level management for use in NCUA planning

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initiatives.

Developed at training in conjunction with an outside contractor to educate NCUA employees on internal hiring practices and applying for promotions.

Experience presenting to small, medium and large groups on various issues. Presented multiple presentations on HR issues to NCUA conference with all managers in attendance. Conducted a question and answer session on controversial HR programs with managers.

Participated in the USDA Grad School Executive Leadership Program in 2007. Completion of program pending detail. I gained sponsorship from NCUA for group project to conduct succession planning initiative for the NCUA Office of Human Resources. Plan involved an employee competency based survey and demographic questions, analysis of organizational structure and recommendations for the future.

WorldCom  
Frederick, MD, MD  
US

3/2000 - 7/2002

Salary: (b) (6)

Hours per week: 40

Auditor/Special Projects-Directory Services

Audit/evaluate monthly job performance of Directory Service employees by reviewing work and investigating using various computer systems and validation tools.

Create, organize and update processes and training manuals including the training of new employees and developing a formal training class.

Allegany County Board of Education  
Cumberland, MD, MD  
US

5/1999 - 3/2000

Salary: (b) (6)

Hours per week: 24

Substitute Teacher

Fill in for regular teachers in their absence.

Allegany Bike Works  
LaVale, MD, MD  
US

5/1990 - 8/1998

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Salary: (b) (6)

Hours per week: 30

Sales/Inventory Manager

Training, scheduling and supervision of retail sales staff

Product presentation including window displays, securing valuable items presentation, arrangement of products in an orderly and profitable manner.

Inventory control including ordering and planning yearly inventory plan of seasonal merchandise and selection of new product inventory.

EDUCATION

West Virginia University

Morgantown, WV

US

Master's Degree

19 Semester Hours

Major: History- did not complete Master's program

GPA: 3.83 out of 4.0

Frostburg State University

Frostburg, MD

US

Bachelor's Degree, 5/1998

142 Semester Hours

Major: History and Philosophy

Minor: English

GPA: 3.52 out of 4.0

Honors: cum laude

Relevant Coursework, Licensures and Certifications:

Top Honor for the History Department at Graduation

Phi Alpha Theta National History Honor Society

Society of Socrates and Hypatia Philosophy Honor Society

JOB RELATED TRAINING

DEU Certified

USDA Graduate School Classes:

-Basic Staffing and Placement

-Human Resources Management: Introduction

-Basic Labor Relations

-Position Classification: Basic

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- Job Analysis and KSA Examining
- Qualification Standards for GS
- (scheduled July 08) Advanced Classification

Linkage Inc./Depaul University

Currently Obtaining Certificate in Organizational Development

- Introduction to Organizational Development
- Designing and Implementing Succession Management Systems
- Strategic Thinking
- (taking July 08 to complete certificate) Systems Thinking